

## Sullivan County NH

### **Type of Meeting: Board of Commissioners – Meeting Minutes**

**Date / Time:** January 18, 2005; 12:30 PM

**Place:** Sullivan County Unity Complex / Nursing Home – 1<sup>st</sup> Floor  
Activities Room

**ATTENDEES:** *Commissioners* Donald S. Clarke - *Chair*, Bennie Nelson - *Vice Chair* and Ethel Jarvis - *Clerk*; Ed Gil de Rubio – *County Manager*; Greg Chanis – *Facilities & Operations Director*; Sheriff Michael Prozzo; Sharon Johnson-Callum (*minute taker*). Other County Officials/Employees who arrived at meeting later: John Allard – *Nursing Home / Interim Administrator*.

**PUBLIC ATTENDEES:** *State – County Representative* Larry Converse; Elizabeth Adams and Bob Coats, *Student Conservation Association*; Bard Flanders – *Unity Conservation Committee*; Joyce LaPlante and Maggie Malec of the *Sullivan County Humane Society*.

12:30 Commission Clarke brought the meeting to order. Commissioner Nelson led all in the *Pledge of Allegiance*.

#### **AGENDA ITEM NO. 1 HOMELAND SECURITY FORMS - SHERIFF PROZZO**

Sheriff Prozzo received notification of outstanding Homeland Security Funds. He notified the communities in Sullivan County regarding the funds and received three memorandum of understandings (mou,) for NH State Homeland Security Grant Program Part II, returned signed by: Claremont City, Sunapee and Unity. Other communities, such as: Acworth, Langdon and Lempster still considering what to apply funding to. Sheriff indicated the forms required the signature of the Chair of the Board of Commissioners, to notify the NH State that Sullivan County will be the caregiver of funds, as with the other funds.

**12:35 A motion was made by Commissioner Nelson to approve the Commissioner Chair signing the [NH State Homeland Security Grant Program Part II] Memorandum of Understanding [for Claremont, Sunapee and Unity currently received and any further towns/city mou's received]. Commissioner Jarvis seconded the motion. There was general discussion regarding previous funds received. The motion carried unanimously.**

Sheriff Prozzo provided the Commissioners and County Manager a copy of an article recently published about Sullivan County in the Nov-Dec 2004 *Police Fleet Manager*, a national magazine (article on file), titled "*Financing Options With Ford Credit*".

#### **AGENDA ITEM NO. 2 MEETING MINUTES REVIEW**

**JANUARY 6 PUBLIC AND EXECUTIVE MEETING MINUTES**

Commissioners indicated they had not had time to review the January 6<sup>th</sup> public and executive

*January 18, 2005 Meeting Minutes Approved @ Feb 1, 2005 Meeting.*

meeting minutes.

**12:45 A motion was made by Commissioner Jarvis to table the approval of the January 6 minutes until they had a chance to review them. Commissioner Nelson seconded the motion. No discussion pursued. Motion carried unanimously.**

**AGENDA ITEM NO. 3 ORION PREVENTION INFORMATION & EDUCATION**

The County Manager introduced Doctor Mark Bissell, Chief Executive Officer for Orion Prevention Information & Education. County Manager mentioned the Facilities & Operations Director, Greg Chanis, was present to assist with questions. He noted an aerial map was brought to the meeting to refer to if they needed to view the property of discussion. Copy of proposal handed to Commissioners, County Manager and Facilities & Operations Director (proposal on file).

Mark Bissell discussed:

- The Orion Group - established in 1994 as a group home for treatment.
- The Newport 1996 pilot project.
- The Due At School Program, one of their programs, which became certified in 1999 – A program funded by schools or Department of Education. Currently have 28 children in program and are at capacity, per state fire code regulations. Chip Ball is the President of the program.
- The Orion Group three programs: 1) Orion House, 2) Day Orion House and 3) Due At School.
- The amount the County pays in shelter services – highlighted on page 13.
- The County owned 80 +/- acres located by the State salt shed Orion Group is interested in.
- Their primary purpose: to attain a 99-year lease – pending approval by Board and if the property passes a perc test.
- The pro's for County: 1) saves money in shelter / transportation costs - feels he can save at least 10%, 2) provides \$100, per month, revenue through lease – totals \$180,000 for life, 3) scholarship for youth in area would be available, 4) possible preventative based program enhancements to area.
- Example of collaboration with major league baseball to build a field.
- Their mission: to have a community campus based program.
- The written proposal provided to the Commissioners and each phase.
- The time line: aggressive but he feels realistic. Orion has promised the Dept of Education a building by 2006.
- Permission needed from Board for Orion Group to have a perc test done on property of interest. They would not pursue further if the property were not right for the project.

County Manager discussed the Governor's Commission Council meeting they provided a presentation for - regarding the three programs funded by the Governor's Council on Drug and Alcohol Abuse Prevention, Intervention and Treatment (LADAC, District Court Intervention and Strengthening Families Program). He indicated the Governor's Commission received the programs very favorably, that the Council has funds to expend and that it would be a good opportunity to expand on their current services – one idea is to provide preventative programs in

elementary schools. He pointed out a collaborative with a private group – such as Orion House - would show favorably with the Council.

Per request, Dr. Bissell will provide the Board of Commissioners with a chart showing the Board of Directors with Orion.

County Manager needs time to review the proposal figures and to meet with Human Services Coordinator, Sherrie Curtis. Commissioners indicated they would like to see the collaboration with the Judges.

*Greg Chanis left meeting.*

Commissioner Jarvis discussed proposed intensive development “in works” on surrounding property areas to the parcel of interest. She indicated there could be 500 houses or more in that same area, which places their facility very close to the proposed development. She indicated she wanted to give Bissell a “heads up”.

Commissioner Nelson requested the Facilities & Operations Director be kept briefed on the perc test process and that Orion House contractors fill in the test pits when tests were complete.

Commissioner Nelson requested a “snap shot” describing the areas where the youths come from.

**1:08 A motion was made to allow Orion Group to do a perc test on the property indicated. Commission Clarke seconded the motion. No discussion. Commissioner Jarvis apposed motion. Motion carried, per majority.**

*Greg Chanis returned to meeting. Elizabeth Adams and Bob Coats joined meeting.*

County Manager confirmed the Orion Group would be placed on the agenda a month from now.

*1:11 Mr. Bissell left meeting with Greg Chanis.*

#### **AGENDA ITEM NO. 4 STUDENT CONSERVATION ASSOCIATION**

Introductions were made by Elizabeth Adam, Director of the Student Conservation Association (SCA) in Charlestown NH and Bob Coats, Vice President of Regional Development for the SCA. Adams handed out packages (package on file) to the Commissioners, County Manager, Facilities and Operations Director and minutes taker of the SCA. She explained they were there today to advise the County as to who they were and what the program provided for services. She explained, the SCA:

- Is a national conservation program, which provides volunteer work in public areas on trail work, mapping and processes national park service project requests. Their interns provide trail work in summer and educational classes in local schools.
- They employ 80 in Charlestown – placing them as the third largest employee there.
- Mission: to inspire young youths/adults to become active in conservation.
- They would like to expand on their facility and will need more staff.
- They have the potential - on their fifty-five (55) acres of property - to develop a training

center for young conservationists.

- Have worked with Senator Bob Odell and are in the process of building support.

County Manager talked about past discussions with Senator Odell and the idea to have the SCA come in and discuss conservation methods with the Commissioners. Commissioner Clarke discussed the idea of using the County properties to hold field-training classes, in return to provide assistance with recreational land development. Coats talked about a partnership they did with Cheshire County. SCA representatives explained high school student provide work as volunteers but when using college students they apply a cost -stipend. They will let Luce Shelly know of the County interest. Comm. Clarke invited them to participate in the Sullivan County Land Management Committee. Commissioner indicated it was nice to see a conservation business being a large employer in the area.

#### **AGENDA ITEM NO. 5 UNITY CONSERVATION EASEMENT UPDATE**

Bard Flanders, Unity Conservation Committee member, provided an update on the directive he received at a previous meeting from the Commissioners to investigate the value of the property the Unity Conservation Committee was interested in, in placing it into a conservation easement. The directive had been to find the fair market value, vs. value of land if placed in conservation easement. Flanders explained he contacted [spinof], who provided him with three land appraisers names, of which he chose the closest: John Newcombe (Manadnock Appraisal Company) at 324 Main Street in Keene NH. He discussed the conversation and the response he received from Newcombe. Flanders indicated, though Newcombe had not viewed the property and area, that Newcombe feels the property is un-developable - as it is situated off a Class 6 road. Flanders discussed different proposals.

Commissioner Clarke feels the value Mr Flanders quoted was not a true picture and that Unity allows development on Class 6 roads as long as the owner signs a waiver. Clarke suggested the Board take this under advisement and discuss it further with the County Manager in executive session, as it would be a negotiation issue. Clarke suggested County hire professional assessor. Commissioner Jarvis indicated she was not in favor of executive session. County Manager suggested, if the County was serious about transferring the land to conservation easement and making sure the other towns do not lose out on the FMV, to hire a professional appraiser, rather than relying on the purchasing body to dictate the value.

Chair indicated no decision would be made today and that they would call for an Executive Session to discuss further. It was noted they would reconvene with Mr. Flanders in Newport at their February 1<sup>st</sup> meeting.

*1:47 Joyce LaPlante and Maggie Malec entered meeting.*

#### **AGENDA ITEM NO. 6 SULLIVAN COUNTY HUMANE SOCIETY**

Joyce LaPlante and Maggie Malec of the Sullivan County Humane Society (SCHS) introduced themselves. Malec handed out copies of their proposal to the Board, County Manager and Facilities Director (proposal on file). Malec indicated she had been recently elected as the animal control director in Unity. Commissioner Clarke discussed the County's grant to do a feasibility study and their proposal would be part of the consideration in that study. Board noted

the proposal call for updates. They warned of doing updates on a building they had not decided what to do with yet. County Manager indicated the building they were interested in - the former dairy barn - may be an appropriate spot for an assisted care facility. Commissioners indicated other County property may be more appropriate and suggested the Humane Society research building new, then return with a proposal in that respect. Facilities & Operations Director pointed out that they currently have no buildings with heat – that the idea to have the Humane Society here and have inmates work with them, a good idea – but it would depend on the big picture - on what is decided with the whole property. Group discussed idea of a long-term lease if SCHS would be building new. County Manager talked about idea of doing a grant collaborative.

**AGENDA ITEM NO. 7 UNION CONTRACT – PROPOSED LANGUAGE CHANGE**

County Manager suggested postponing this issue as there were a few concerns of Union representatives with the language.

**2:02 Chair indicated they would table the proposed union contract language change.**

**AGENDA ITEM NO. 8 PUBLIC PARTICIPATION**

The Commissioners acknowledged Representative Larry Converse, the only public in participation. Rep. Converse indicated he still had not received a copy of the “minutes”. Johnson-Callum confirmed all approved Delegation and Board of Commissioners meeting minutes had been sent to him via Internet. Converse indicated he did not receive them. Johnson-Callum would double check. Minute taker pointed out the Commissioners Office sends copies of minutes to Delegation and Board of Commissioners. She also pointed out that minutes are held, per RSA’s, at the Commissioners Office, and can be viewed during regular business hours Monday – Friday, 8 AM – 4PM. Minute taker confirmed DRAFT minutes can be viewed at Commissioners Office also.

**AGENDA ITEM NO. 10 FACILITIES REPORT / BEAGLE CLUB LEASE UPDATE**

Minute taker handed the Commissioners the two originals for the land lease for the Claremont Beagle Club on County property. Both should be signed and dated by Commissioners and Facilities Director explained he would be meeting with Patrick Hayward tomorrow, and would obtain his signature. General discussion commenced on changes, which included the lease term to two years. Facilities Director confirmed lease amount was \$500 per year. Minute taker confirmed Beagle Club is responsible for taxes. Minute taker confirmed Beagle Club proof of insurance was received at the Commissioners Office.

**2:11 A motion was made by Commissioner Jarvis to have the Board sign the lease for the [Claremont] Beagle Club. Commissioner Nelson seconded the motion. No discussion. Motion carried, unanimously.**

*2:13 Mr. Chanis left meeting.*

*2:14 John Allard, Interim Nursing Home Administrator entered meeting.*

#### **AGENDA ITEM NO. 9 NURSING HOME REPORT**

Allard indicated he did not have too much to report at this time as he planned on providing a very comprehensive end of month report to the County Manager. He indicated it appears agency nursing is being used for LNA's and RN's, but should have concrete numbers by end of the week. Gave update on advertising and this weeks admissions. Discussed removing barriers of admitting residents and the in-house culture. Commissioners asked about turnover of employees since Allard came on board. Allard confirmed only two have resigned. He explained he met with the two, that they were good employees, and had asked them to reconsider. Commissioner Nelson would still like a break down of Genesis facilities in the State. He pointed out there must no negative feed back as there was only one public participation in today's meeting. Allard discuss recent new media and media request for pictures. He explained he had respectfully declined a request for a Valley News photographer following a nurse around for the day to take pictures of residents, as there are residential privacy issues.

#### **AGENDA ITEM NO. 11 COUNTY MANAGER'S REPORT**

##### **MANAGEMENT LETTER RESPONSE**

County Manager indicated he passed out the response to the County auditor's Management Letter. Commissioners will review (copy on file).

##### **DOC EMPLOYEE ATTENDANCE**

County Manager pointed out DOC had eight (8) applicants in for perfect attendance. The group discussed how they feel the DOC has "really turned a corner", "has a good leader", "good team" and that the "employees are happy with the leadership and surroundings".

##### **NHAC**

County Manager discussed the upcoming NHAC Medicaid workshop to be held January 21<sup>st</sup> at 1:00 PM in Concord.

##### **LONG TERM CARE**

County Manager discussed a call from NH State HHS pertaining to the former Long Term Care Program. He will be meeting with Richard Kellogg to discuss this further and will update the Commissioners accordingly.

#### **AGENDA ITEM NO. 12 COMMISSIONERS REPORT**

##### **CLAREMONT SAVINGS SIGNATURE CARDS AND RESOLUTION**

Minute taker brought forth signature cards and a resolution she received from Sandy Dansereau as meeting began, which required signature of Board of Commissioner Chair and new County Treasurer – Mark Pitkin. County Manager discussed the forms.

**2:36 A motion was made by Commissioner Jarvis for the Commissioner Board to sign the forms. Commissioner Nelson seconded the motion. No discussion. Motion carried, unanimously.**

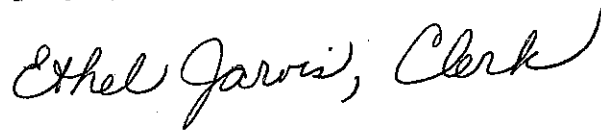
**AGENDA ITEM NO. 12 COMMISSIONERS REPORT / COMMISSIONERS GOALS**

General discussion commenced between County Manager and Commissioners regarding the DRAFT of Commissioners' goals he sent previously to them. Clarke pointed out some goals would be considered daily operation issues and would like to see the goals separated into categories.

Commissioner Clarke pointed out that in the past the County Manager evaluations have been done on a bi-annual basis. It was suggested to change evaluation to annual basis, to be set around this time of year. Commissioner Nelson requested minute taker to provide Commissioners with a blank copy of the County Manager's evaluation form at their first meeting in Newport, at which time they would add or correct any items, proceed to do separate evaluations, then meet to discuss as a Board.

**3:01 A motion was made by Commissioner Jarvis to adjourn the meeting. Commissioner Nelson seconded the motion. No discussion. Motion carried, unanimously.**

*Respectfully submitted,*

A handwritten signature in cursive script that reads "Ethel Jarvis, Clerk". The signature is written in dark ink and is positioned above the typed name and title.

*Ethel Jarvis, Clerk*  
*Board of Commissioners*

EJ/s.j-c.